



Email configurator

Windows Mobile/Pocket PC Email Setup



Configuring Windows Mobile/Pocket PC Email to connect to Staffmail.

(This documentation is based on Windows Mobile version 6).

Follow these steps to configure your Windows Mobile device to access your Staffmail account:

- 1**  Start Outlook by tapping the Messaging icon or by going to **Start > Inbox**
- 2** Tap on **Accounts > New Account...**
- 3** **Email address**
 - a. Enter your email address when prompted i.e. J.Soap@ed.ac.uk
 - b. Tap **Next**
- 4** **Auto Configuration**
 - a. If you are prompted to try Auto Configuration, tap on **Skip**
- 5** **E-Mail Setup provider**
 - a. Select **Internet e-mail** from the list
 - b. Tap on **Next**
- 6** **E-mail Setup name**
 - a. Enter your name in the **Your name:** box
 - b. Enter some text to identify this mail account e.g. Staffmail in **Account display name:**
 - c. Tap **Next**
- 7** **E-mail Setup incoming mail server**
 - a. Set **Account Type:** to IMAP4
 - b. Set **Incoming mail** to imap.staffmail.ed.ac.uk
 - c. Tap **Next**
- 8** **E-mail Setup username**
 - a. Set **User name:** to your University Username (UUN)
 - b. Enter your EASE password in **Password:**
 - c. You can check the box to **Save password** but be aware that your password may be compromised if you lose your device
- 9**
 - a. Set **Outgoing (smtp) mail server** to smtp.staffmail.ed.ac.uk

- b. Set **Outgoing email server requires authentication** to on
- c. Select **Advanced Server Settings**

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- a. Set **Require SSL for Incoming e-mail** to on
- b. Set **Require SSL for Outgoing e-mail** to on
- c. Check that **Connection** is set to The Internet
- d. Tap on **Done**

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- a. Tap on **Next**

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- a. Tap on **Finish** to complete the process